

COMOMAG INSTRUCTION 11240.1C

Subj: USE OF GOVERNMENT OWNED OR LEASED MOTOR TRANSPORTATION

Ref: (a) DOD Regulation 4500.36R
(b) Joint Travel Regulations, Vol. I, paragraph U3200
(c) Joint Travel Regulations, Vol. II, paragraph C2050

1. Purpose. To promulgate policy regarding use of subject transportation at Commander, Mobile Mine Assembly Group (COMOMAG) and all units and detachment.

2. Cancellation. COMOMAGINST 11240.1B.

3. Background. Reference (a) is the primary reference concerning motor vehicle use by DoD personnel. The effective management and utilization of the limited vehicle assets shall be of a prime concern to all personnel.

4. Action

a. Official Use of Vehicles. The use of all DoD motor vehicles, including those leased, using DoD funds, from other government agencies or commercial sources, shall be restricted to official purposes only. Federal Property Management Regulations section 101-6.402, provides that each Federal agency shall ensure that government transportation is used for official purposes only; e.g., to further the mission of the agency. When questions arise about the official use of a motor vehicle, they shall be resolved in favor of strict compliance with statutory provisions and the policy section of this regulation.

(1) The determination as to whether a particular use is for official purpose is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is:

(a) Essential to the successful completion of a DoD function, activity, or operation.

(b) Consistent with the purpose for which the motor vehicle was acquired.

(2) The use of DoD motor vehicles shall not be authorized for transporting DoD or other personnel over all or any part of the route between their domiciles and places of employment except as authorized in paragraph 5-b.

(3) Unless authorized under reference (a), chapter 5, transportation to, from, or between locations shall not be provided by the DoD for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

5. Temporary Duty

a. Transportation may be provided between lodging and duty station for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DoD motor vehicle. Use of DoD motor vehicles shall always be predicated on need, distance involved, and other conditions that justify their use. When an adequate DoD or commercial bus system is available, funding for individual motor vehicle or commercial rental car is prohibited.

b. When a DoD-owned or leased vehicle is authorized for use while on temporary duty, the vehicle shall be operated between places required for official business, or between such places and temporary lodging. When public transportation is not available or its use is impractical, the use of DoD-owned or leased vehicles is authorized between places of business, lodging, eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of government business (see references (a) and (b)). Using either a DoD-owned or leased vehicle for transportation to or from entertainment or recreational facilities is prohibited.

c. Transportation support of groups may be provided for authorized activities such as installation sponsored athletic teams, Morale Welfare and Recreation, and Chaplain's programs when it has been determined by the installation commander that failure to provide such service would have an adverse effect on morale.

d. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

e. The spouse of a government employee may be transported in a DoD motor vehicle only when:

(1) Accompanying the military member or civilian employee in the government vehicle, the use of which has already been authorized to accomplish official business, and there is space available. Such transportation can be provided only at no additional cost to the government. The size of the vehicle authorized must be no larger than that required for the

performance of the official business. Exceptions to this policy are as follows:

(a) When a spouse proceeds independently to or from an official function, it must be due to circumstances that has made it impractical or impossible for sponsor to accompany the spouse en route, (i.e. the spouse's presence at the function is in the best interest of the government). This authority applies only to the spouse of sponsor who is authorized to receive domicile to duty transportation or,

(b) Such transportation is required for reasons of security. Spouses are not considered representatives of the United States.

(c) Transportation may be provided to support DoD Family Advocacy Programs in accordance with instructions established by DoD components.

(d) Transportation by a DoD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

6. Local Commander Responsibility. In exercising management over motor vehicles at units and detachment levels, Commanding Officers/Officer-in-Charge shall:

a. Establish local procedures for assignment and use of vehicles in conformance with the policies of reference (a).

b. Ensure that operational procedures are flexible to meet changing requirements.

c. Establish local procedures for the most economical use of manpower and equipment.

d. Ensure the safety, security, and proper care and use of vehicles and equipment.

e. Ensure that vehicles are operated in accordance with State and local traffic safety regulations concerned, and applicable Federal Highway Administration Regulations.

7. Motor Vehicle Operator Responsibility. In operating any DoD motor vehicle, operators shall:

a. Operate DoD motor vehicles for official use only.

b. Comply with this regulation and any other applicable regulations including Federal, State, and local laws pertaining to the proper safe and efficient operation of DoD vehicles.

c. Report traffic violations, accidents, or damage occurring while having custody of, or when operating a DoD vehicle.

d. Perform operator maintenance and submit documents incidental to motor vehicle operation as required by the vehicle issuing authority.

e. Report suspension or revocation of their State motor vehicle operator license as required by the vehicle issuing authority.

f. Report any change in personal physical condition which may adversely affect their ability to operate a DoD motor vehicle.

g. Utilize self-service pumps and service stations that accept SF 149 "Government National Credit Card" when purchasing the most cost effective fuel for DoD motor vehicle.

8. Determining the Method for Transporting Personnel. When it has been determined that motor vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown, to the extent they are available and capable of meeting mission requirements:

- a. DoD scheduled bus service.
- b. Scheduled public transportation.
- c. DoD motor vehicles.
- d. Voluntary use of privately-owned motor vehicle on a reimbursable basis.
- e. Taxicab, on a reimbursable basis.

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Distribution: (COMOMAGINST 5216.1Q)
List II (Case A)